Course Number: _____

(One course approval form per course)

Employee EIN: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
COURSE APPROVAL FORM

(Prior approval is required, per union contract, for all column movement.)

Name of Employee: _____ Today's Date: _____

Position: _____ Employee's Site: _____ Phone Ext: _____

Number of Units: _____ Semester / Quarter   Course begins: _____ & ends _____

College/University offering course: _____

This is a   (Circle)   District-paid   or   Employee-paid   course.

Column movement credit earned for this course previously?   Yes   No

Reason/s for taking this course: _____

_____

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Tape College/Univ Course Description Here
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Note: As McPherson & Ottowa Colleges are not yet WASC accredited (Per CCTC), units from these colleges are not acceptable for column movement.

Continuing Education Units (CEU's) are also not acceptable for column movement.

Credit for column movement is normally based upon upper division or post-graduate units. Quarter units are calculated at the following rate: (quarter x 2 ÷ 3 = semester).

APPROVAL: ☐   The above course has been approved.

DENIAL: ☐   The above course has been denied because:

_____

_____

Administrator,
Human Resources: _____

Complete in Duplicate: Forward ORIGINAL & CANARY COPIES to Human Resources. Signed Canary copy will be returned to employee.

NOTE: **During Summer, please place your mailing address in the box below OR attach a self-addressed envelope.**

Print legibly: address, city, zip code